



UNIVERSITY
OF LJUBLJANA

MF

Faculty of
Medicine

ERASMUS+ 2025/2026

Welcome Day for Incoming Exchange Students

Mag. Jerneja Čelofiga, Head of
IRO

Ljubljana, 20.2.2026

Mag. Jerneja Čelofiga

All information in this presentation is of general nature, all specific individual questions of students have to be addressed individually to the International Office

Agenda

10:00 Presentation of ESN

10:15 Welcome words, prof. dr. Tomáš Marš, Erasmus+
Departmental Coordinator

10:25 Presentation of the Erasmus+ Program and IRO

11:30 Tour of the Medical Campus

Possible individual meetings in IRO (12:00-14:00)

Today's Topics

1

University of
Ljubljana & UL
Faculty of
Medicine

2

General Health
Rules

3

How to begin?

4

Erasmus+
Exchange
Program

5

IT systems

6

End of Erasmus+
Program

7

Local News

8

Practical
Information

University of Ljubljana

University of Ljubljana

- Founded in 1919, the oldest Slovenian University
- 26 faculties and art academies
- 37.472 students
- 501-600 on Shanghai Rankings
- Best University in Slovenia for exchange students



Photo: Rectorate's Building

UL Faculty of Medicine

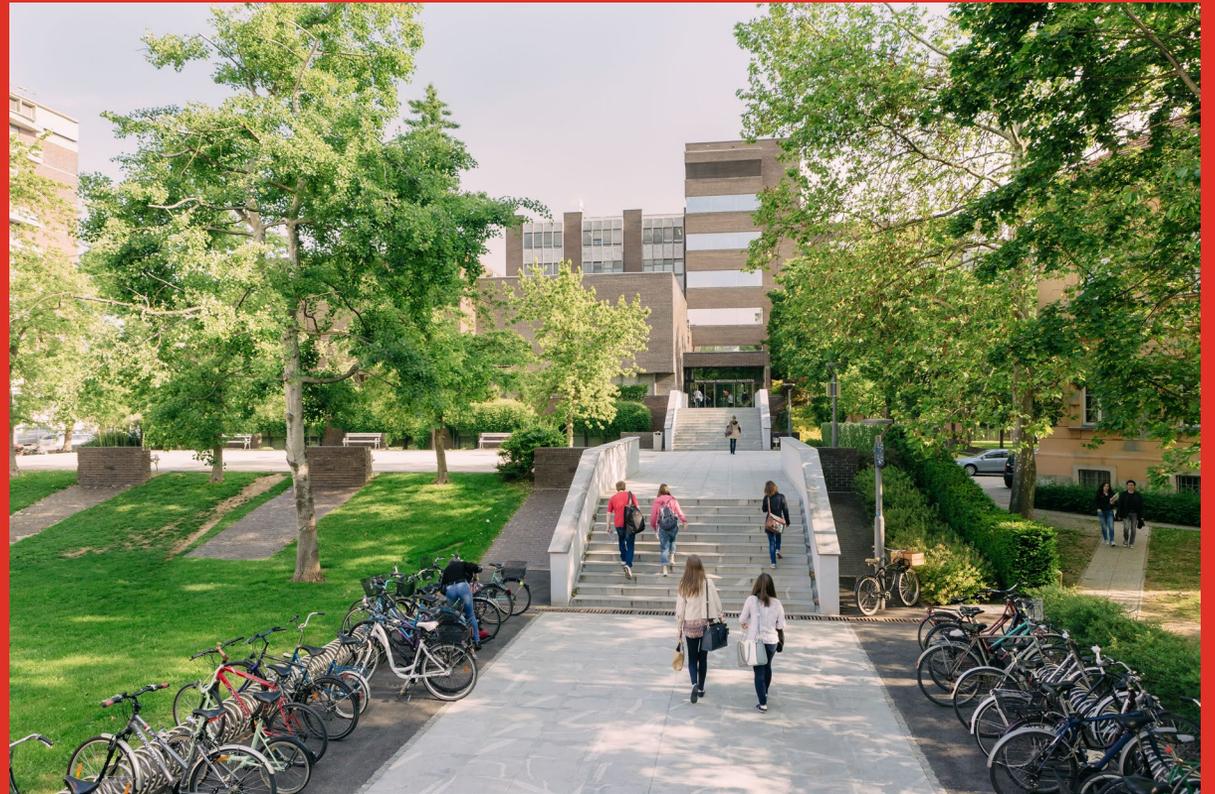
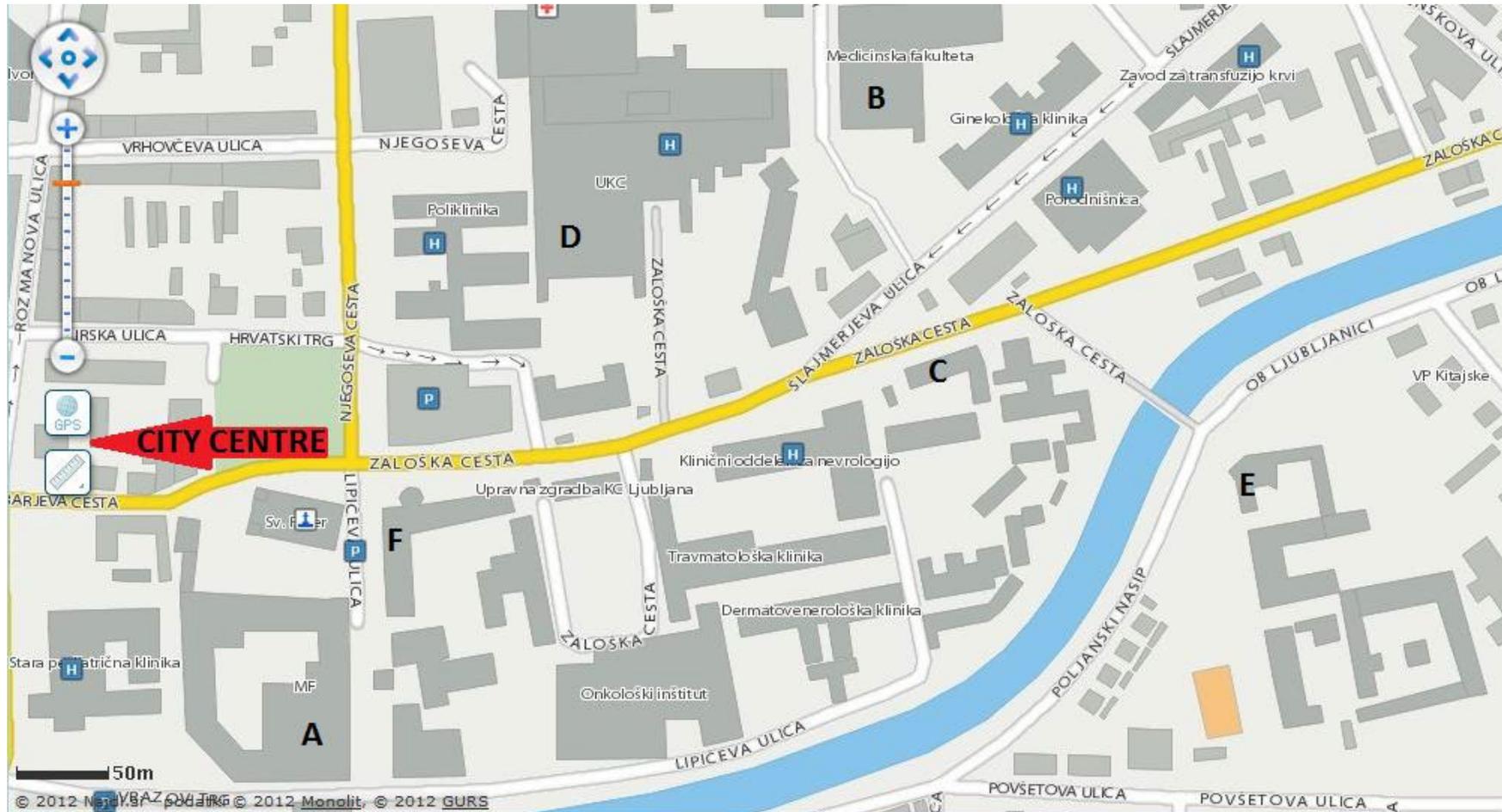


Photo: Faculty of Medicine, Campus Korytkova



A – International Office, Central Medical Library
B – Faculty of Medicine, wardrobes
 Deanary Building
C – Erasmus+ coordinator

D – University Medical Center (UKC)
E – Chair of Family Medicine
F – Chair of Dental Medicine

Faculty of Medicine



Photo: Faculty of Medicine, Campus Vrazov trg

Faculty of Medicine



Erasmus+ incoming generations 2018/2019 (*visit to Celje*) and 2019/2020 (*visit to Radovljica*)



Founded in 1919

Programs: *Medicine and Dental Medicine*

1.700 students

500 postgraduate students

200 incoming exchange students

Faculty organisation

26 departments

13 institutes

10 centres

Dean and Vice-Deans

Faculty Board – Senat

Student Council



General Health Rules

Statement of Responsible conduct and health

I am aware that I must follow the measures and instructions to prevent the spread of any kind of infectious diseases.

I promise that I will not attend study obligations if I have signs or symptoms of a respiratory infection or other infectious disease. If I have them, I will inform the International office of the Faculty of Medicine.

Whenever you get sick please inform IRO.

How to begin?

Write the country of your home University



Welcome package

Materials sent by e-mail:

- Curriculum information
- Individual schedule
- Signed LA/OLA
- Acceptance letter (available in the UL online application)

- Student card
- Clinical practice evaluation form: https://www.mf.uni-lj.si/download_file/view/9579/15066

Basic Information

- All Erasmus+ students are registered at the Faculty
- All data is entered in the national student system (eVŠ); basis for the Student rights (Boni, LPP tickets,...)
- Courses are entered in your student VIS system

Communication

- UL digital identity (instructions sent by e-mail)
- Communication with UL e-mails mainly, like ug12345@student.uni-lj.si
- Please make sure to check your e-mail regularly
- How to use the University e-mail: <https://id.uni-lj.si/>

Learning agreement and individual schedule

- LA/OLA has been confirmed and signed by IRO and sent to you during the summer
- Individual schedules can be discussed individually – no more additional clinical practice possible in the first semester
- Prolongations of stay are possible after we get the confirmation from your home university and the proposal of the LA for the second semester

NO CHANGES to your LA are possible unless they are coordinated and confirmed by the Erasmus+ coordinator at your home institution. CHANGES TO THE LA FOR THE FIRST SEMESTER POSSIBLE UNTIL 28th FEBRUARY 2026.

Erasmus+ Exchange Program

Medicine

- Curriculum for Exchange students: https://www.mf.uni-lj.si/download_file/view/20916/15066
- Combination of courses from different years possible if there is no time collision
- 3rd courses (organised separately for exchange students)
- 4th-6th year courses organised in block together with the local students
- Clinical practice of our 6th year only possible when coordinated and confirmed by IRO

Medicine – 3rd year courses

- Preclinical/Clinical Subjects (lectures, seminars, lab/clinical practice)
- Information about the Introductory lectures will be sent by the IRO
- **Public Health:** prof. dr. Lijana Zaletelj Kragelj

Schedule of 2025/2026 courses

WEEK	DATES	HOLIDAYS	3RD YEAR	4TH YEAR - BLOCK III - INTERNATIONAL	5TH YEAR - BLOCK I - INTERNATIONAL	6TH YEAR - BLOCK I - INTERNATIONAL	
Acad. Year 2025/2026				M4 - 11, 12, 13, 14, 15	M5 - 1, 2, 3, 4, 5	M6 - 1, 2, 3, 4, 5	
				MON TUE WED THU FRI	MON TUE WED THU FRI	MON TUE WED THU FRI	
20	09.02.2026		Pathology, Pharmacology, Pathophysiology, Public Health	CLINICI (Circulatory System)	MAXILLOFACIAL SURGERY WITH FUNDAMENTALS OF		
21	16.02.2026			CLINICI (Circulatory System)	MAXILLOFACIAL SURGERY WITH FUNDAMENTALS OF		
22	23.02.2026			CLINICI (Circulatory System)	ORL		
23	02.03.2026			CLINICI (Circulatory System)	ORL		
24	09.03.2026			CLINICI (Circulatory System) - exam	ORL		
25	16.03.2026			CLINICI (Digestive Organs)	ORL ORL - exam OPHTHALMOLOGY	PRIMARY HEALTH CARE	
26	23.03.2026			CLINICI (Digestive Organs)	OPHTHALMOLOGY	PRIMARY HEALTH CARE	
27	30.03.2026			CLINICI (Digestive Organs) - exam	OPHTHALMOLOGY	PRIMARY HEALTH CARE	
28	06.04.2026	6.4.		HOLIDAY CLINICII (Mental Diseases)	HOLIDAY OPHTHALMOLOGY - exam	HOLIDAY PRIMARY HEALTH CARE	
29	13.04.2026			CLINICII (Mental Diseases)	ONCOLOGY	PRIMARY HEALTH CARE	GENERAL PAEDIATRICS
30	20.04.2026			CLINICII (Mental Diseases)	ONCOLOGY	PRIMARY HEALTH CARE	GENERAL PAEDIATRICS
31	27.04.2026	27.4. in 1.5			HOLIDAY	HOLIDAY	
32	04.05.2026			CLINICII (Mental Diseases) - exam	ONCOLOGY - exams	exam	
33	11.05.2026			CLINICI (Respiratory Diseases)	FORENSIC MEDICINE	exam	
34	18.05.2026			CLINICI (Respiratory Diseases)	FORENSIC MEDICINE	CLINICAL PAEDIATRICS	
35	25.05.2026			CLINICI (Respiratory Diseases) - exam	FORENSIC MEDICINE- exam	CLINICAL PAEDIATRICS	
36	01.06.2026			CLINICI (Urinary Tract Diseases)	GERIATRICS, CLINICAL NUTRITION AND PALLIATIVE MED.	CLINICAL PAEDIATRICS	
37	08.06.2026			CLINICI (Urinary Tract Diseases) - exam	GERIATRICS, CLINICAL NUTRITION AND PALLIATIVE MED.	CLINICAL PAEDIATRICS	
38	15.06.2026			ELECTIVE COURSE	GERIATRICS, CLINICAL NUTRITION AND PALLIATIVE MED. - exam	IZBIRNI PREDMETI	
39	22.06.2026	25.6.				exam	HOLIDAY
40	29.06.2026				exam		

Medicine – 6th year courses

- Courses (including obligatory exam):
 - Primary Health Care
 - Clinical Paediatrics
- Only clinical practice (no final exams, just [assessment of your clinical skills](#)):
 - Internal Medicine
 - Surgery
 - **Theoretical lectures of those fields included only in our 4th and 5th year courses**

Medicine – 6th year courses

- **PAEDIATRICS**

- General Paediatrics (in 2025/2026 organised only for the Erasmus+ students)
- Clinical Paediatrics (together with the local students)
- Those who don't have prior theoretical knowledge in Paediatrics, have to take both courses in Ljubljana

Medicine – 6th year courses

- **PRIMARY HEALTH CARE**
 - Course organised in a fixed *March/April* term
 - Within the course you will do the clinical hours at GP´ s offices around Slovenia
 - The clinical practice in Family Medicine will be organised individually and you will get the names of your mentors in the IRO - please contact the one week before the start of your practice

Internal Medicine clinical practice

- Without prior conditions available to 6th year students
- 4th and 5th year students must pass the theoretical courses before (at home or at UL MF)
- Students can choose max. 3 fields, each of minimum duration of 2 weeks
- Week before the start of the CR please go to the Faculty Department of Internal Medicine (Ms. Mojca Baraga) and ask for the name of your mentor. Your CR begins at 8:30/9:00 (Cardiology) o'clock on Monday, go to the specific Clinical Department. Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA INTERNO MEDICINO
- All CR, except the Rheumatology one are held at the UKC (University Clinical Centre) BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!
- Office hours: 10:00-13:00

Surgery clinical practice

- Without prior conditions available to 6th year students
- 4th and 5th year students must pass the theoretical courses before (at home or at UL MF)
- Students can choose max. 3 fields, each of minimum duration of 3 weeks
- Week before the start of the CR please go to the Faculty Department of Surgery (Ms. Tjaša Mlakar) and ask for the name of your mentor. Your CR begins at 7:00 o'clock on Monday, go to the specific Clinical Department. Location: UKC choose the narrow steps on ground floor, go to the first floor and turn left – KATEDRA ZA KIRURGIJO
- All CR are held at the UKC (University Clinical Centre) BASIC KNOWLEDGE OF SLOVENIAN LANGUAGE IS HIGHLY RECOMMENDED!
- During the practice, the student must prepare a seminar paper and present it to the mentor
- When finishing please bring the papers and PRINTED seminar to the Department of Surgery

Example of Individual Schedule

WEEK	DATES		3RD YEAR	4TH YEAR - BLOCK 2A - INTERNATIONAL					5TH YEAR - BLOCK 1A - MEDNARODNA					6TH YEAR					ELECTIVE COURSES
Acad. Year 2025/2026		HOLIDAYS		M4 - 11, 12, 13, 14, 15					M5 - 1, 2, 3, 4, 5					M6 - 1, 2, 3, 4, 5					JL MF
				MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
0	22.09.2025		Radiology and Diagnostic Imaging																
1	29.09.2025																		
2	06.10.2025																		
3	13.10.2025																		
4	20.10.2025																		
5	27.10.2025	31.10. in 1.1.						HOLIDAY											HOLIDAY
6	03.11.2025																		
7	10.11.2025																		
8	17.11.2025																		
9	24.11.2025																		
10	01.12.2025																		
11	08.12.2025																		
12	15.12.2025																		
13	22.12.2025	25.12. in 26.12.						HOLIDAY	HOLIDAY										
14	29.12.2025	1.1. in 2.1.						HOLIDAY	HOLIDAY										
15	05.01.2026																		
16	12.01.2026																		
17	19.01.2026																		
18	26.01.2026																		
19	02.02.2026																		
20	09.02.2026																		
21	16.02.2026																		
22	23.02.2026																		
23	02.03.2026																		
24	09.03.2026																		
25	16.03.2026																		
26	23.03.2026																		
27	30.03.2026																		
28	06.04.2026	6.4.						HOLIDAY											
29	13.04.2026																		
30	20.04.2026																		
31	27.04.2026	27.4. in 1.5.																	
32	04.05.2026																		
33	11.05.2026																		
34	18.05.2026																		
35	25.05.2026																		
36	01.06.2026																		
37	08.06.2026																		
38	15.06.2026																		
39	22.06.2026	25.6.																	
40	29.06.2026																		

ELECTIVE: Research in ENT

GENERAL PAEDIATRICS
GENERAL PAEDIATRICS

ELECTIVE: Research in ENT

Digestive organs

- START 16.3.2026
- Schedule sent a week before the course

Othorhynolaingology

- START 23.2.2026 at 8:30 Lecture room ORL Clinic, Zaloška 2
- Schedule sent this week
- Exam: 16.3.2026

IT systems

IT systems at the Faculty

- [UL digital identity](#) (condition to enter all other University systems)
- [Student system VIS](#) (courses, exams)
- [E/Web classroom](#)
- Web Asistent (online exams)

Student system VIS

- The examination dates for the first semester will be set by October 15th
- apply and REGISTER online through the student **VIS system** 5 working days prior to the exam date, you can cancel your application 1 day before the exam online – **If you don't register you can not take the exam!**
 - *Suggestion: register at the beginning for all exams, you can withdraw later*
- **Most of the exams are written + oral**

The exams for Erasmus+ students are held in English

You have the right to **THREE TRIALS**

The second examination can be no sooner than 2 weeks after the first one.

Improving your grade on next examination dates – not attending the first examination period enables you to improve your grade later!

All Erasmus students must pass the exams to get the ECTS of the courses (have the courses in your final Transcript of Records)

VIS – instructions <https://vismf.uni-lj.si/english/>



Student Information System of the Faculty of Medicine

Username:

Password:

By using VIS you agree with usage of cookies.
 VIS is using session cookies only for technical and security reason.
 Cookies do not store any personal data and they are not used for any statistical purposes.
 Cookies are not transferred to any other organization.
 On logout, cookies are automatically deleted from your computer. [More about cookies](#)

STUDENTS

MY DATA

EXAMS

- Exam registration
- Withdraw from exam
- Exam dates
- Exam results
- All exam dates

MISCELLANEOUS

ENROLLMENT

LOGOUT

EXAM REGISTRATION

unperformed exams already passed exams

Course title:

- Circulatory System
- Clinical Electrocardiography
- Dementias
- Endocrinology and metabolic diseases
- Musculoskeletal System
- Nervous System
- Respiratory System**

VIS – instructions <https://vismf.uni-lj.si/english/>



Medicinska fakulteta
Univerza v Ljubljani, Slovenija

STUDENTS

EXAM REGISTRATION

MY DATA

EXAMS

Exam registration

Withdraw from exam

Exam dates

Exam results

All exam dates

MISCELLANEOUS

ENROLLMENT

LOGOUT

Registering to the course Nervous System.

Exam date	Time	Composed exam	Special condition	Lecture room	Max. No. applications	Attend No.	Notes	Lecturer	Application deadline
<< 7.11.2022	00:00	NO		*		0		Zvezdan Pirtošek	02.11.2022

In order to register you should click on the arrows!

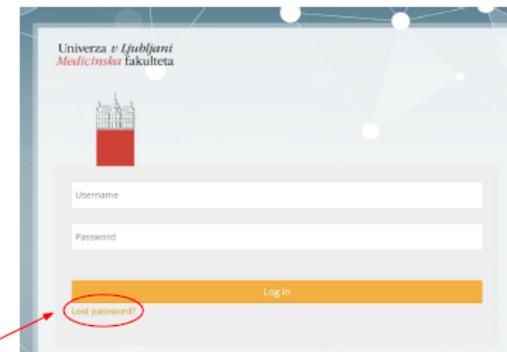
W-classroom

Web Classroom pouk.mf.uni-lj.si

B. Leskošek, N. Žlender, IBMI, Web Classroom of the Faculty of Medicine

- You will get your username and provisional password to your email when account will be generated (check emails coming from pouk@noreply).
- At first login to <https://pouk.mf.uni-lj.si> the provisional password will have to be changed.
- You can change default language to English at the top of the Web Classroom.
- You will be enrolled to subjects automatically.
- For technical help contact pouk@mf.uni-lj.si.

You can reset password here



Spletna učilnica MF

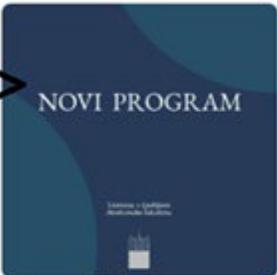


W-classroom


 UNIVERZA V LJUBLJANI
 Medicinska fakulteta

Dobrodošli v Spletni učilnici Medicinske fakultete Univerze v Ljubljani

Izberite svoj program:



NOVI PROGRAM

Novi program



STARI PROGRAM

Stari program

Here you can find our courses up to the 5th year

Here you can find courses from our 6th year

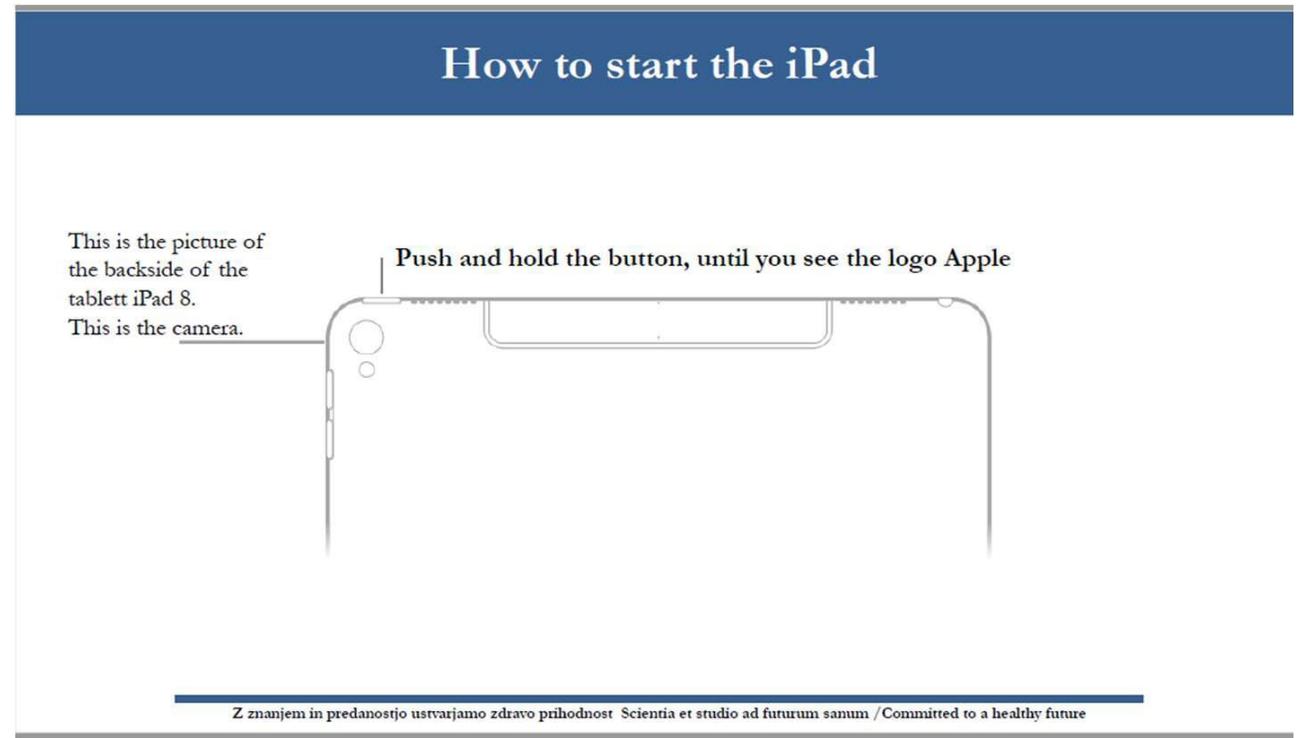
You will receive a general e-mail with the instructions



E-AsistentWeb

Internal IT system for written exams

- You can only take written exams at the Faculty of Medicine
- For Medical students
- Exams in English for Exchange students
- Not all exams are available in this form



E-AsistentWeb

How to register to the Student exam platform modul eAsistentWeb

- In order to register you will need:
- UL Digital Identity (user name and password)
- UL MF registration number (starting with 700.....)
- Number, name of the computer
 - The names of the computers are written on the labels at the backside of the tablett and on the side of the monitor and/or on the backside of the PC or tablett

E-AsistentWeb

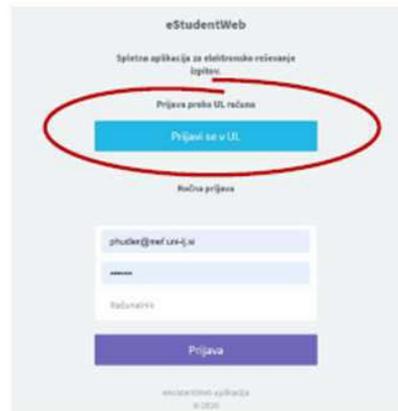
Online exam programme eAsistentWeb

Choose the icon of the browser Opera:



<https://esweb.mf.uni-lj.si>

Registration through the UL account

The screenshot shows the eStudentWeb login interface. At the top, it says "eStudentWeb" and "Izbrana aplikacija za elektronsko reševanje izpitov". Below that, there is a section for "Prijava preko UL računa" with a blue button labeled "Prijava na UL". Below this, there is a section for "Inštra prijava" with input fields for "ghuder@mf.uni-lj.si", a password field, and a "Prijava" button. A red oval highlights the "Prijava na UL" button.

UL Digital Identity:

- User name: npr. jn1234@student.uni-lj.si
- Personal password
- UL MF Registration number
- Number, name of the computer

E-AsistentWeb

Online exam programme eAsistentWeb

- Follow the instructions of the professor: from the examination list choose the appropriate exam and start with the examination.
- If you are not certain which exam is the correct one, please ask the professor at the lecture room.

We wish you good luck at the exam!

End of mobility

What to do at the end?

A week before your departure inform IRO so that we can set the date for the arrangement of final papers

You will have to submit:

- Erasmus+ evaluation forms (with all signatures)
- Examination grades must be entered into the VIS system
- Final Evaluation form (will be sent to you by email)

Based on this documentation submitted to the International office we will issue the Transcript of Records!

END DATE OF YOUR MOBILITY: day of your last clinical practice or last exam obligation!

Local News

Connected to the Local Community

Projects of Association of Slovene Medical Students

<https://www.dsms.net/>

World in a classroom

<http://www2.cmepius.si/en/about-us/world-in-classroom.html>

Connected to the Local Community

Radio SI

Study Abroad Show:

<https://www.rtvsllo.si/radio-si/show/173250810>

Applications to the International office

Student projects at the Faculty

Projects connected to the private and public sector (results in November)

Be GREEN, be sustainable

Green tips

- Tap water in Slovenia is drinkable, avoid bottled water
- Use public transport
- Use bikes
- Try to do as many procedures as possible digitally
- Act locally

Practical Information

Student tutors

You should contact your Erasmus student tutor

The main tutors will help you with the practical information about living and studying in Ljubljana

Within each course/subject you will have a subject tutor, who will help you in communicating with the professors

In case of some problems come immediately to the International Office or Erasmus+ departmental coordinator, where we will help you

WhatsApp group:

<https://chat.whatsapp.com/EvHVfO79InX5JmfhwJbK6Y>



Temporary Residence Permit

Please apply immediately; with a temporary residence permit you are equal with the rest of the citizen

Apply by post

- Application
- Health insurance
- Personal statement (finances)
- Acceptance letter
- Confirmation of the accommodation
- Personal ID document/passport

Certified copy of your ID document/passport

- Administrative unit/ UE Ljubljana Bežigard (Linhartova c. 13) „Overitev“ (MON, TUE, THU: 8:00 – 15:00; WED: 8:00 – 18:00; FRI: 8:00 – 13:00)

Health Problems

If you get sick or have a toothache, you should visit:

ZDRAVSTVENI DOM ZA ŠTUDENTE

Aškerčeva 4

1000 Ljubljana

How to arrange appointments:

<https://www.zdstudenti.si/en/information-for-patients/appointments/>

You need to bring your European Health Insurance Card

Never enter the Health centre without an appointment (the only exemption life threatening situation).

Sports

SPORT AT UL MF: https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/practical-information

CENTER ZA UNIVERZITETNI ŠPORT

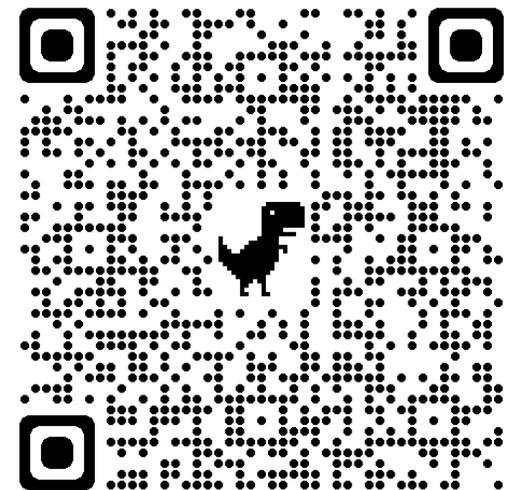
Kongresni trg 12, 1000 Ljubljana
01/241 86 34

https://www.uni-lj.si/extracurricular_activities/sport_en/

FROM OCTOBER ON!

University Sport Hall in Rožna dolina

Svetčeva 9, 1000 Ljubljana
01/241 86 36



Library

<https://libguides.mf.uni-lj.si/za-studente/eng>

Central Medical Library located at Vrazov trg 2

- Mrs. Nana Turk
- <http://www.mf.uni-lj.si/en/cmek/central-medical-library>
- Show your student card/letter of acceptance

National and University Library located at Turjaška 1

- <http://www.nuk.uni-lj.si/nukeng.asp>

Transportation

Bus monthly ticket in Ljubljana

- Go to LPP (Slovenska cesta 56, MO-FRI 7.00-19.00) or Bus station (Trg OF 4, every day from 5.00-22.00)
- Bring with you your student card and EMŠO number

Ljubljana bicikelj

- Renting bikes in Ljubljana
- <http://en.bicikelj.si/>

Food coupons - BONI

Student Organisation of the University of Ljubljana

- 1st step registration: <https://www.studentska-prehrana.si/en/Account/Register>
- You need to submit your student ID number and Slovene personal identification number EMŠO (**both sent to you by e-mail**)

Info Point ŠOU Metropol Ljubljana Metropol (Pivovarniška 6, Ljubljana)

- Opening hours: Monday - Thursday: from 8.00 to 17.00; fridays until 14:00

Wardrobe lockers

Will be available for students who have CR in the time of their rotations – your lockers have already been activated for the first half of October

LATER: go to „REFERAT ZA ŠTUDENTE“ (Vrazov trg 2, 1st floor, office number 1) a few days before you start the practice and you will get a locker number

Can be activated with your STUDENT card or URBANA card

Location of the lockers: new building Faculty of Medicine, Korytkova str. 2, 2nd basement (When you enter the main hall, choose the elevators on your left and go to second basement K2, exiting the elevator, turn twice left and you will see the door „GARDEROBA“)

Accommodation

Organised by the University of Ljubljana International Office

- Student dormitory
- Private accommodation https://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/accommodation/
- Erasmus Play App: <https://erasmusplay.com/en/search/ljubljana.html?currency=EUR&priceperiod=month&sort=relevance&view=grid>
 - Room finding service for international students (ŠOU at Pivovarniška 6) HELP FIND ACCOMMODATION!
 - Office hours: Monday, Tuesday and Thursday between 12:00 and 15:00
 - e-mail: rooms@sou-lj.si

Slovene Courses

Slovene ONLINE FREE COURSE: <https://www.slonline.si/>

ŠOLT offers courses of Slovene during the academic year

- Zavod ŠOLT, Rožna dolina, student dormitory 7, Svetčeva 9/7, 1000 Ljubljana, E-mail: info@zavod-solt.si
- <https://www.zavod-solt.si/jezikovni-tecaji/slovene-language-courses/>

Slovene medical vocabulary workshop; organised by the Faculty Medical Journal Club – **MORE INFORMATION FOLLOWS BY E-MAIL**



UNIVERSITY
OF LJUBLJANA

MF

Faculty of
Medicine

Enjoy your exchange in Ljubljana!



You are always
welcome to visit
the International
Relations Office.



UNIVERSITY
OF LJUBLJANA

MF

Faculty of
Medicine

International Relations Office (Vrazov trg 2,
1st floor left, 1st office behind the glass door)

Jerneja Čelofiga, MSc

Tel: + 386 1 543 78 01

international.erasmus@mf.uni-lj.si

OFFICE HOURS

with prior notification

Web: <http://www.mf.uni-lj.si/vsebina/menu1/2410>

Erasmus+ Departmental Coordinator

Prof. dr. Tomaž Marš, MD

tomaz.mars@mf.uni-lj.si

Tel: + 386 1 543 7057 (Institute of Pathophysiology)

In case of Emergency: + 386 31 736 247